

Chapter 1

Building an Applicant

Chapter Overview

Introduction

To process an appointment action in the modern DCPDS, you must first enter the person as an applicant. You can do this one of two ways:

1. If Resumix is used for the recruitment and selection process, information about the applicant will automatically flow from Resumix.
2. If Resumix is not used, you enter the applicant data through the process explained below (referred to as “building” an applicant because this is how you start building a person’s record in the modern DCPDS).

See Also



Module 1, Fundamentals of the Modern DCPDS

Chapter 4, Updating and Correcting DateTracked Information

Module 4, Staffing Using the Modern DCPDS

Chapter 3, Overview of Resumix Functionality

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Chapter Overview, Continued

Before You Begin

The system requires a two-day interim period between the date an applicant is entered and the date the person can be assigned to a position:

- Day 1: Build applicant (enter applicant data).
- Day 2: Change the applicant's status to "Accepted."
- Day 3: Appoint the applicant.

◆ **Example:** To appoint an applicant to a position effective August 19, a prior date of at least two days must be used for entering the applicant (e.g., 17 August or earlier).

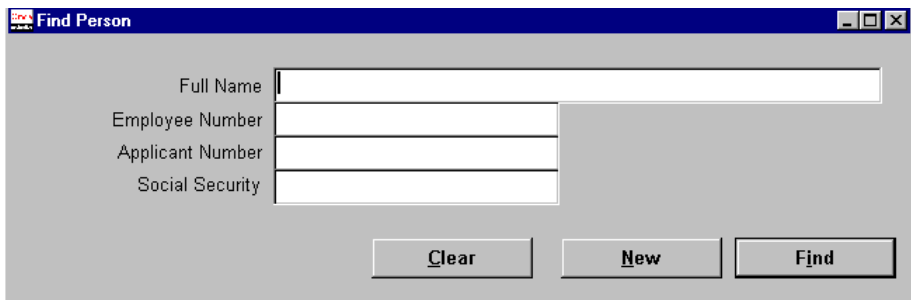
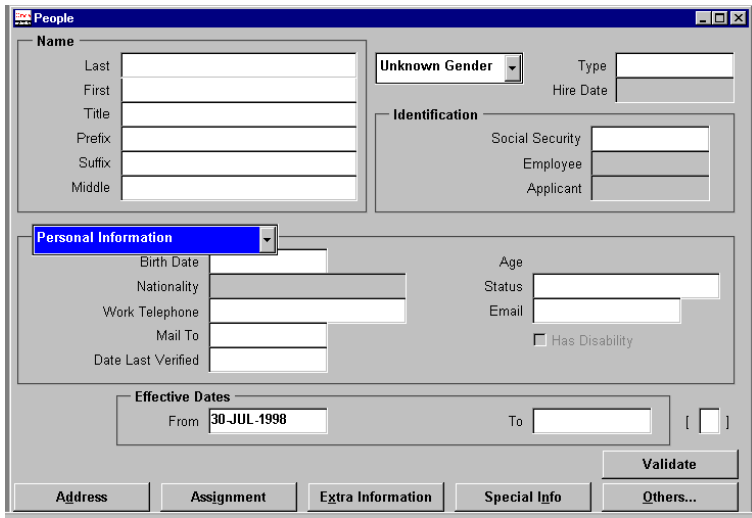
How to work around: Use the DateTrack feature to work around this business rule, and thereby input and appoint the applicant all in the same workday. Using DateTrack you:

- Alter the effective date back at least two days to "enter" or build the applicant.
 - Alter the effective date again so it is at least one day forward from the date used to enter the applicant, and at least one-day before the appointment date; then, change the applicant's status to "Accepted."
 - Reset the effective date to the current date to "appoint" the applicant.
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Building an Applicant

Building an Applicant



The following procedures describe how to build an applicant. Only the required data fields are described.

Step	Action
1	<p>On the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open>. The Find Person Window displays. Click <New>.</p>  <p style="text-align: center;">↑</p>
2	<p>The People Window displays:</p> 

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Building an Applicant, Continued

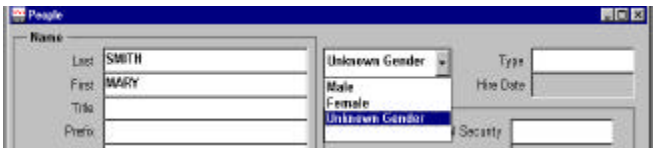
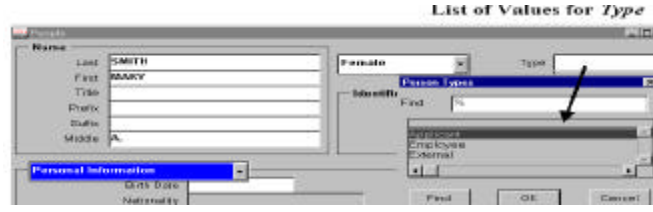
Building an Applicant (continued)

Step	Action						
3	<p>If you plan to appoint the applicant within the next two days, you will need to alter the effective date in the system to meet the business rules described in the introduction. To do this:</p> <ul style="list-style-type: none"> Click the Alter Effective Date  button on the Toolbar. Alter the Effective Date so that it is at least two days prior to the date you wish to appoint the applicant. There are two ways to alter the effective date; you can either: <ul style="list-style-type: none"> Type over the highlighted data in the <i>Effective Date</i> data field (which displays the current date). Use the format: DD-MMM-YYYY. Then click <OK>. <p style="text-align: center;"><i>Or</i></p> <ul style="list-style-type: none"> Click in the <i>Effective Date</i> data field and click the LOV to display the calendar. Click a date, then click <OK>. <p>The altered effective date displays on the Title Bar of the People Window.</p>						
4	<p>Your cursor will be in the <i>LAST</i> data field of the <i>NAME</i> Region. Enter the applicant data, as described below.</p> <p> Caution: Press [Tab] each time you want to navigate to the next data field. Do not use [Enter].</p> <table border="1"> <thead> <tr> <th>Data Field</th><th>Action</th></tr> </thead> <tbody> <tr> <td>Last</td><td> <ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. </td></tr> <tr> <td>First</td><td> <ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field. </td></tr> </tbody> </table>	Data Field	Action	Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. 	First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field.
Data Field	Action						
Last	<ul style="list-style-type: none"> Type in the last name of the applicant. The system accepts mixed case (e.g., Smith not SMITH) and data converted from the legacy DCPDS system will be in mixed case. Press [Tab]. 						
First	<ul style="list-style-type: none"> Type in the applicant's first name. Press [Tab] several times until your cursor is in the <i>Middle</i> data field. 						

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Building an Applicant, Continued


Building an Applicant (continued)

Step	Action	
4 (cont)	Data Field	Action
	Middle	<ul style="list-style-type: none"> Type in a middle name or initial. Press [Tab].
	Unknown Gender	<ul style="list-style-type: none"> Click the “M” key for <i>Male</i> or “F” for <i>Female</i>.  <p>Press [Tab] or click in the <i>Type</i> data field.</p>
	Type	<ul style="list-style-type: none"> Click the “A” key and Applicant populates. <i>Or</i> Click the LOV or click [F9]. Select the Applicant from the LOV. Click <OK>. 
	Social Security Number	<ul style="list-style-type: none"> Type in the applicant's SSN. <ul style="list-style-type: none"> Use the format NNN-NN-NNNN (you must type the dashes). Press [Tab].
	Employee	<ul style="list-style-type: none"> No action – automatically populated.
	Applicant	<ul style="list-style-type: none"> No action – automatically populated
	Birth Date	<ul style="list-style-type: none"> Type in the applicant's birth date, using the format: DD-MMM-YYYY. Press [Tab].

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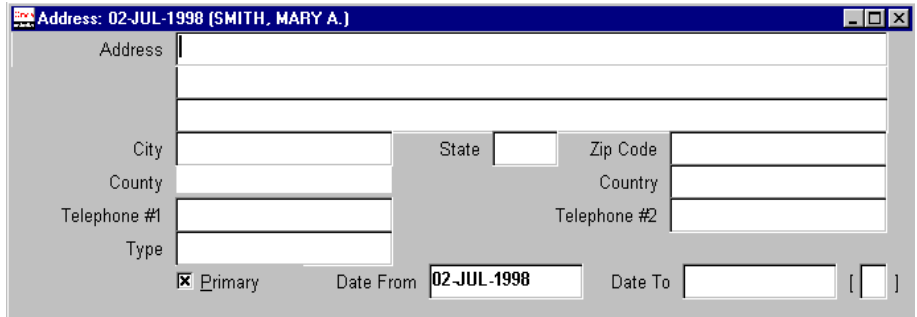
Building an Applicant, Continued

Building an Applicant (continued)

Step	Action
5	<p>Save your action.</p> <p>The Message Line will indicate “Working...” followed by “Transaction complete: 1 Records applied and saved.”</p> <p> Note: The system calculates the applicant’s age and populates an Applicant Number in the Applicant data field.</p>

Building an Address

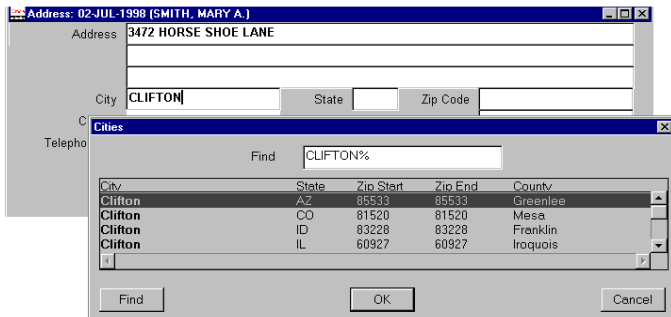
It is optional to enter an applicant’s address when building an applicant. Component business rules will determine if it is required.

Step	Action
1	<p>On the People Window, click <Address>. The Address Window displays:</p> 

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Building an Applicant, Continued

Building an Address (continued)

Step	Action
2	<p>Enter address information.</p> <p>After you type the city in the City data field and press [Tab], an LOV displays:</p>  <ul style="list-style-type: none"> • Scroll down the LOV, if necessary, to find the correct entry. <p>Note: The zip code data field does <u>not</u> populate in all cases. Remember or write down the zip code, because if you need to enter it, then it must match the zip code displayed in the LOV.</p> <ul style="list-style-type: none"> • Click the correct entry on the LOV and click <OK>. The state, county, and country data fields automatically populate. If the zip code does not populate, type it in. • The system automatically fills an “x” in the box to indicate this is a primary residence.
3	Save your action and close the window.

Accepting the Applicant

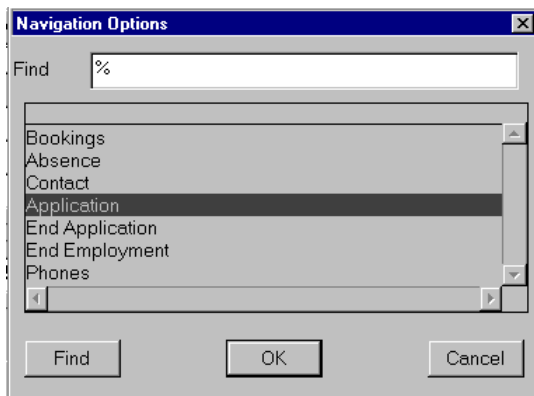
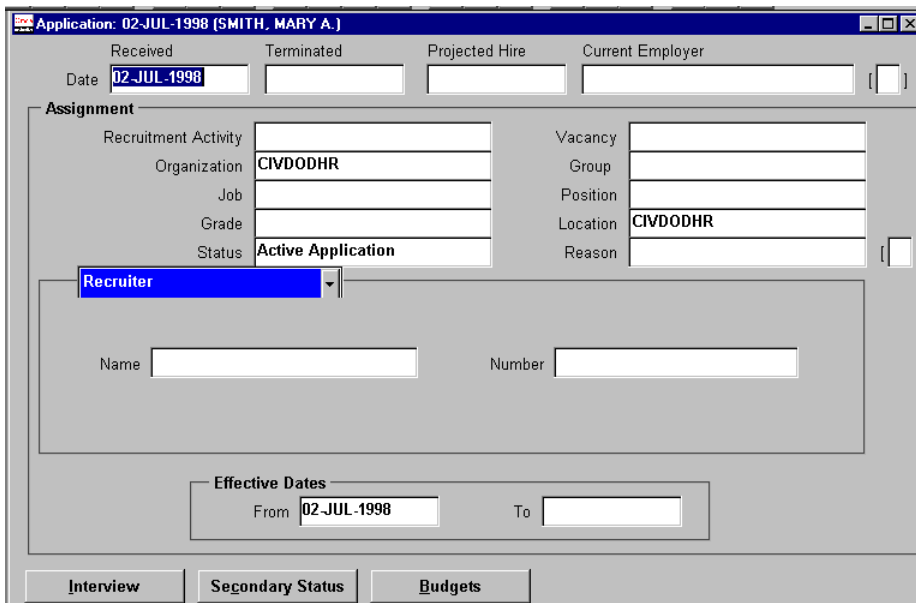

You are now ready to “Accept” the applicant.

Step	Action
1	<p>On the People Window, Click the Alter Effective Date  button on the Toolbar, and change the effective date to one day after the date you input the applicant data.</p> <p>Click <OK>.</p>

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Building an Applicant, Continued

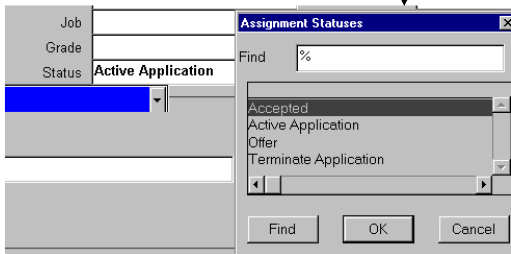
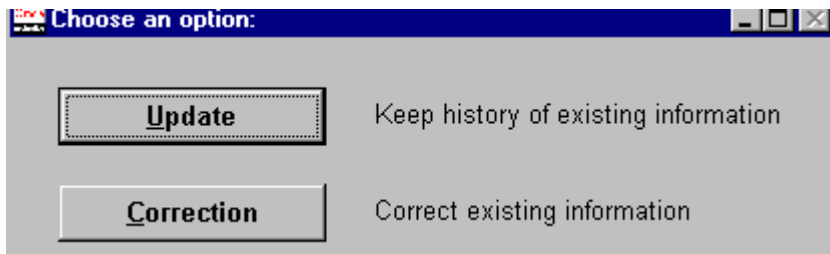
Accepting the Applicant (continued)

Step	Action
2	Click <Others>.
3	<p>The Navigations Options Window displays. Click “Application” on the LOV and click <OK>.</p> 
4	<p>The Application Window displays with the applicant’s name in the Title Bar.</p>  <p> Note: The <i>Received Date</i> data field populates.</p>

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Building an Applicant, Continued


Accepting the Applicant (continued)

Step	Action
5	<p>In the Assignment Region of the Application Window, click in the Status data field (it will display “Active Application” as the status).</p> <ul style="list-style-type: none"> Click the LOV on the Toolbar. Click “Accepted” from the LOV. Click <OK>. <p style="text-align: center;">List of Values for <i>Status</i> data field ↓</p>  <p>The Status data field now displays “Accepted” and an Option Window displays, asking you to choose <Update> to keep the history of existing information or <Correction> to correct existing information.</p>
6	<p>Click <Update>.</p> 
7	<p>Click Save. The From date in the Effective Dates Region at the bottom of the window changes (from the date used to enter the applicant to the date currently used to accept the applicant).</p> <p>Exit the windows until the People Window displays and reset the effective date.</p>

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Building an Applicant, Continued

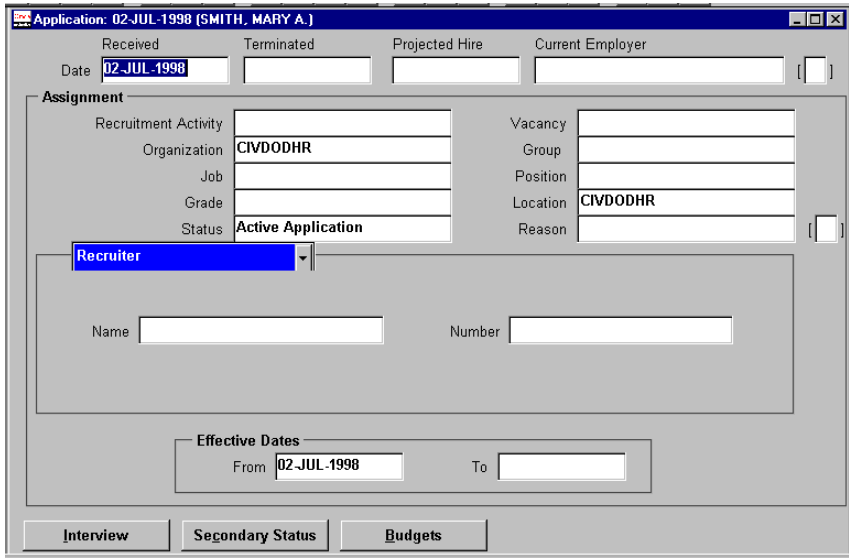

Accepting the Applicant (continued)

Step	Action
8	<p>The applicant is ready to be assigned to a position via the RPA.</p> <ul style="list-style-type: none">• Click the Alter Effective Date  button on the Toolbar.• Click <RESET>. This sets the effective date to the current date, so the applicant is ready to be assigned.• Click <OK>.
9	<p>Close the window and process the appointment action.</p>

Deleting or Purging an Accepted Applicant

Deleting or Purging an Applicant

You can delete an “accepted” applicant using DateTrack or you can completely remove or "purge" an applicant from the database.

Step	Action
1	From the Navigation List → <i>People</i> → <i>Enter and Maintain</i> → <Open> . The Find Person Window displays. Query for the applicant. Click <Find> .
2	The People Window displays with the applicant data populated. Click <Others> .
3	The Navigations Options Window displays. Select <i>Application</i> from the list and click <OK> .
4	The Application Window displays with the applicant’s name in the Title Bar. With your cursor in the <i>From</i> data field (Effective Dates Region), alter the effective date to the day <u>before</u> this date. For example, if the <i>From</i> date is 02-Jul-2000, DateTrack to 30-Jun-2000.
	
5	Click the Delete Record  on the Toolbar.

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Deleting or Purging an Accepted Applicant, Continued

Deleting or Purging an Applicant (continued)

Step	Action	
6	A popup dialog box displays asking if you are sure you want to delete this record. Click <Yes> .	
7	A decision box displays, asking if you want to choose: <Next> - to remove the next change, or <All> - to remove all scheduled changes, or <Purge> - to completely remove from the database.	
	To Remove Acceptance of the Applicant. 1. Click <Next> . This will remove acceptance of the applicant. 2. Click Save . 3. Reset the DateTrack date. 4. Close the Application Window . The People Window displays. 5. Click the Delete Record button on the Toolbar. 6. A Dialog Box displays, asking if you are sure you want to delete the record. Click <Yes> . 7. Click Save .	To Purge the Applicant Record. 1. Click <Purge> . This will remove the applicant from the database.